

**Government Purchase Card Training Record**

Name: \_\_\_\_\_

Unit: \_\_\_\_\_

TOPIC	INITIALS
I have received the following instruction guides:	
Cardholder / Approving Official Instruction Guidebook published by U.S. Bank Corp.	
PR ANG Internal Procedures for Using the Government Purchase Card. (I.M.P.A.C. / SmartPay)	
I have received training in the following areas and understand them properly:	
Ethics – Standard of Conducts / Improper Business Practices / Core Values (FAR Part 3 / DoD 5500.7 & DoD 5500.7-R)	
Federal, Defense, and Departmental Acquisition regulations, policies and procedures.	
Mandatory Sources – FPI / NISH / NIB / GSA / FSS (FAR Part 8).	
Use of recovered materials – purchase of EPA Guideline Items (FAR Part 23.4)	
Prohibition against splitting requirements.	
Rotation of Sources / Competition and price reasonableness for commercial items.	
Hazardous Materials.	
Purchase of non-medical equipment items, allowance standards and placing items on organizational account – CA-CRL coordination procedures.	
Requirements relevant to computer-communication products.	
Requirements relevant to printing / reproduction services.	
Requirements relevant to construction purchases	
Funding document maintenance, account certification and billing procedures.	
Documentation Requirements / Purchase Log / Transaction slips	
Reconciliation requirements / Disputes processing / Lost or Stolen card procedures.	

On \_\_\_\_\_, I received training by the 156LS/LGC on the Government Purchase Card program. I understand how to properly use the IMPAC to obtain micropurchase supplies and non-personal services. I am aware of how the standards of conduct contained in DoD 5500.7 and DoD 5500.7-R affect my use of the IMPAC card.

I understand that the card has restricted use and agree to abide by those restrictions. I may be held liable for the total dollar amount of unauthorized purchases made in connection with the misuse or negligence and subject to disciplinary action.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_